

PROGRAM & POLICY ANALYST – ADVANCED Position number #335463
Position Description

Position Summary:

The Bureau of Program Integrity (BPI) within the Division of Early Care and Education (DECE) has lead planning responsibilities for the Department of Children and Families (DCF) child care programs. The BPI goal is to provide access to affordable, high quality child care and early education experiences, to enhance our children's development and to support their families in work and parenting roles. The BPI, in cooperation with the early childhood community, provides knowledgeable leadership, guidance, and joint planning to achieve this vision. The BPI has primary responsibility in the State Child Care Subsidy program.

This position exercise a high level of complexity as evidenced by the degree of involvement and interpretation of regulations related to Child Care Subsidy. This advanced level position has a significant role and responsibility to make complex independent decisions and used sound judgment. Under the general supervision of the Bureau Director, this position has responsibility for developing the Child Care Subsidy overpayment and fraud risk mitigation plan. In addition, this position is responsible for developing policies and program direction for the Child Care Subsidy program to assure accuracy in subsidy payments to help low-income families pay for child care.

This position is responsible for independently conduction research of other states, analyzing data and federal law and regulations, state law and administrative rules in order to implement and administer the Child Care Subsidy program. The position is responsible for the development and implementation of new initiatives to improve child care services.

40%

A. Development of program integrity policies and procedures for the Child Care Subsidy program to assure accuracy in subsidy payments.

- A1. Identify, analyze, and evaluate emerging issues relating to the Child Care Subsidy program.
- A2. Conduct program, organizational, policy, legislative and fiscal analysis relating to the Child Care Subsidy program.
- A3. Identify and analyze policy and procedural barriers to program implementation and recommend alternate course of action.
- A4. Develop new statutory proposals and draft revisions of existing statutes to reflect the goals and objectives of department initiatives.
- A5. Develop, promulgate and implement new administrative rules relating to the Child Care Subsidy program as authorized by statutory changes in coordination with management.
- A6. Actively develop policies, procedures, manuals and forms as appropriate that promote efficient and uniform regulation of Child Care Subsidy.
- A7. Identify issues/problems which impact the Child Care Subsidy program and advise management.
- A8. Accommodate changing program goals and objectives as well as administrative rule changes necessary to meet the program needs.
- A9. Evaluate local program implementation through an analysis of operating processes and surveys.
- A10. Develop statute, administrative rules, child care manual, and other policy documents to codify, implement, clarify and communicate program integrity policy.

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- A11. Convene and lead work groups composed of state, county, and regional staff which identify needs and develop, review and process information to be used in the implementation of subsidy policies and procedures.

35%

B. Develop the Child Care Subsidy overpayment and fraud risk mitigation plans.

- B1. Independently initiate, plan and conduct the most complex and sophisticated investigations of potentially fraudulent Child Care Subsidy overpayments.
- B2. Determine appropriate investigative techniques to obtain relevant information.
- B3. Apply sound fact-finding principles to secure all pertinent information from all available resources.
- B4. Analyze and develop methods to detect overpayments.
- B5. Prepare written determinations that are accurate, complete, informative, concise, tactful, factual, and in a writing style consistent with departmental policies and procedures.
- B6. Develop a system to monitor potentially fraudulent activities. Input the results of fraud and related determinations into the monitoring system.
- B7. Identify sources of error, inaccuracy, and fraud in the child care subsidy.
- B8. Identify alternatives for preventing error, inaccuracy, and fraud in the child care subsidy.

25%

C. Research other states and entities of program integrity initiatives. Maintain records of program integrity actions and dispositions.

- C1. Research program integrity initiatives and develop implementation plans including tasks, due dates, and person(s) responsible for performing various project work activities.
- C2. Meet with other state's integrity staff to determine system vulnerabilities, preventative measures and best investigative practices.
- C3. Ensure that local and state staff, as appropriate, are involved in the preparation and review of work plans.
- C4. Ensure that work plans are distributed to affected parties and provide technical assistance and interpretation as necessary.
- C5. Assist management with the development of project monitoring reports.
- C6. Operationalize program integrity policies through provider and local agency contracts, technical assistance and other appropriate means.
- C7. Attend statewide, local and regional meetings to present the department's program integrity policies and procedures to all relevant audiences.
- C8. Serve as a clearinghouse for program integrity complaints, tips and referrals from all sources, by receiving information, directing information to proper authorities for resolution, following up to assure action taken, and reviewing the situations addressed for policy development and quality assurance purposes.

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Knowledge, Skills and Abilities

1. Knowledge of federal and state regulations, administrative codes, and child care policy governing child care programming.
2. Knowledge of federal and state child care funding.
3. Knowledge of federal and state child care contract and expenditure reporting requirements.
4. Knowledge of theories, principles, processes, techniques of long range planning, and broad policy development.
5. Knowledge of child care partner agencies throughout Wisconsin and the nation.
6. Knowledge of program evaluation principles and procedures.
7. Knowledge of child care services and subsidy programs of low-income families.
8. Knowledge of methods of planning, developing, and administering programs at the state and county level.
9. Knowledge of program planning principles.
10. Knowledge of program integrity initiatives.
11. Skill in the use of computers, including the use of database, spreadsheet, and graphic software.
12. Skill in analyzing information.
13. Ability to summarize and condense large amounts of information into clear and concise written documents.
14. Ability to provide leadership and coordinate group or team activities.
15. Ability to develop problem solving options and conflict resolution agreements.
16. Ability to work independently in a wide range of situations.